



**Pheasey Park Farm**  
Primary School and  
Early Years Centre



# Nappy Changing Policy



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# PHEASEY PARK FARM PRIMARY SCHOOL AND EARLY YEARS CENTRE

## Nappy Changing and Toileting Policy and Procedure

### **AIMS**

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
  - To provide guidance and reassurance to staff who are required to change a child's nappy
  - To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
  - To protect children from discrimination, and ensure inclusion for all
- Basic Principles
- At Pheasey Park Farm Early Years Centre we will bear in mind the following principles when nappy changing:
  - Children have the right to feel safe & secure
  - Children will be respected and valued as individuals
  - Children have a right to privacy/dignity when staff are meeting their needs
  - Children are supported in their understanding of toileting procedures so that they are led to independence

### **Vulnerability to Abuse**

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them. Staff should always change children when there is a colleague in the room, in the nappy-changing areas which allow for privacy

but which are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

### **Working with Parents/Carers**

- We will work with parents when attending to nappy changing routines.
- Where parents are present, e.g. during the settling in period, they will be asked to change their own child's nappy
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (e.g. badly soiled nappy/strong urine etc)

### **Achieving Continence**

We will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.

### **Protection for Staff**

- Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible and the relevant documentation completed.
- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing.
- Staff will inform the Room Leader discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be

- recorded and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
  - Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling
  - Students will only change nappies, as part of their training, if they have developed a close and trusting relationship with the child and with the agreement of their supervisor/mentor. Students will be supervised by a member of staff.
  - Agency staff will not change nappies unless employed as a key person on a long term basis

### **Nappy Changing Procedure**

**We will follow the Nappy Changing Procedure below:**

- Only staff with a valid DBS check will be permitted to change nappies.
- All nappies, wipes, creams are provided by the Early Years Centre, unless a parent specifically chooses to send their child with their own nappies etc.
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded on the Family app by the member of staff responsible.
- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary
- Wash, dry & sanitise your hands.
- Staff must wear a mask, white disposable apron and white disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- According to age, size and weight place the child on the nappy changing mat or, if using the changing unit lift the child onto the bed.

- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack and then the yellow bag.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the yellow bag. Tie the yellow bag and put it in the relevant pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in the allocated nappy bin located on the changing units.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child. Then wash, dry & sanitise your hands.
- Record the change on the child's Family platform.
- Children must never be left unattended on the nappy changing stand.
- At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins. An apron and gloves must be worn when doing this

### **Our Toileting procedure is as follows:**

We promote independent toileting for all children who have reached this stage.

When your child is ready we recommend pull ups and pants to be worn over them.

Pants are introduced when children are ready.

We will encourage children with stickers and praise.

Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely

monitored by staff who are then on hand to supervise hand washing afterwards and give help should it be required.

Staff will follow to see if children need assistance e.g. pulling up or down of their clothes (this will continue depending upon each child's individual needs).

Staff will give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.

All children will be encouraged to wash and sanitise their hands after using the toilet.

Mrs L Smith

Mrs S Lanni

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